



Serve Delaware
Full Governor's Commission Meeting

Thursday May 18, 2017

Williams State Service Center, Dover DE
9:00 a.m. – 12:00 p.m.

PURPOSE Full Commission Business Meeting	ATTENDEES Commissioners Present: Georgeanna Windley, Crystal Biles, Nancy Forster, Kanani Munford, Sharon Morgan, Gary Pippin, Marguerite Prueitt (by phone), Margarita Rodrigues-Duffy (by phone), Rob Schroeder, Enid Wallace-Simms. Commissioners Absent: Sara Funaiock, Susan Haberstroh, Jeffrey Lank, Briana Lawson, Timothy Sheldon, and Bryan Shupe. SOV Staff Present: Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Deborah Tokarski, April Willey, Patty Courtney.	NOTE TAKER Patty Courtney
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:35 am by Georgeanna Windley, Chair of the Commission.

ROLL CALL – DETERMINATION OF QUORUM

Eight voting commissioners were in attendance by 9:35 a.m. and there was a quorum.

MINUTES

Motion #1 Commissioner Windley made a motion to approve the March 16, 2017 Full Commission meeting minutes. The motion was seconded and approved unanimously.

PUBLIC COMMENT – None

CHAIRMAN'S UPDATE

- Commissioner Chair Windley reported that a lot of time and effort was spent on the hiring process working towards having the Program Manager for the Foster Grandparent Program as well as the Administrative Specialist position filled. That effort paid off as permission was granted to fill both positions. It was noted that this is a huge accomplishment during a State hiring freeze. Currently the Administrative Specialist position has been filled. Hiring efforts are still ongoing for the Program Manager position.
- Concerning the expired appointments, there was a lot of time spent meeting with and educating the Governor and his staff regarding new appointments and structure in roles. Expired appointments will be reappointed. Critical appointments will be filled first as per CNCS.
- Commissioner Chair Windley recommended that the agenda item: CNCS updates be moved from item 7 on the agenda to item 6 so that she could be present for the updates. Other business commitments required her to leave at 10 a.m. at which time Gary Pippin took over the running of the meeting.
- For the purpose of keeping in mind that our objective is to be mission centered, our team goals will be read at each meeting:

1. Establish a statewide entity by becoming Delaware's knowledge leader, subject matter expert and

premiere resource for volunteerism and service.

2. Increase the quality, quantity and impact of volunteerism and service among all ages across our diverse populations.

3. Build capacity by promoting, partnering, facilitating and recognizing all statewide volunteer programs and efforts.

4. Steward well our state and federal government resources.

5. Increase the number of CNCS competitive grants awarded to our state.

6. Ensure long term sustainability of programs through diversifying funding sources through profit, non-profit, private and corporate funds, as well as state and federal government resources.

FINANCIAL REPORT

Commission Monthly Expense Report was presented and reviewed by Charles Harris.

- Spreadsheet was available in a much easier to read format. Thank you Charles.
- Line 31, Indirect Cost. Thank you to Sonya Battle for working on this to bring it down to 9.54% from 30%.
- Line 49, Communications, was added as a subheading to Line 48 as per Gigi's suggestion from last meeting.
- Line 57 shows funds used for Global Youth Service Day. Among those involved were AmeriCorps, The Elizabeth Murphy School, All Saints School, Reading Assist, and Habitat for Humanity along with DelTech and the YWCA, and HYPE. Included in the costs were supplies for park, neighborhood and wetlands clean ups, mulching at the Laurel Library, blanket projects and gift bags for the homeless and those currently in transitional housing, among other projects.
- Expense Report details for prior months can be viewed in Dropbox.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Luz Vasquez-Guzman provided updates on:

- CNCS Budget;
All 5 competitive grants submitted are expected to be awarded based on information on egrants. We have not yet received the second half of the Commission Support Grant.
- AmeriCorps staff team provided a grant application workshop for three AmeriCorps Formula grant applications on May 22, 2017 at the Debnam building.
- Governor's Youth Volunteer awards will take place at Poly Tech High School on May 24, 2017, from 5pm-8pm. Governor John Carney is expected to attend briefly.
- Volunteer Delaware staff is processing certificates of appreciation for high school students earning the Delaware Volunteer credit.
- 50+ NCC volunteer recognition is coming up on June 13th. All Commissioners are welcome to attend.
- 50+ Sussex volunteer recognition was held May 17, 2017. An estimated 270 attended.
- Foster Grandparent recognition is on May 19, 2017 at Dover Downs. This event will also celebrate the program's 50th anniversary.
- During National Volunteerism Week Social Media was utilized to educate the public about volunteerism and service. Different volunteers were highlighted each day by telling their personal life stories pertaining to why they serve. The site received over 25,000 hits.
Enid Wallace-Simms suggested we take advantage of free television time available through Red Clay School District, the City of Wilmington, and Channel 22 which serves the northern part of the state.
April Willey suggested the Commissioners share their inspiring stories on why they serve.

NATIONAL SERVICE

CNCS updates:

Commissioner Biles reported:

- Beth Binkley and Linda Cook of CNCS will visit SOV the week of June 26. The goal of their visit is to make sure the Commission's policies and procedures are in order and are in alignment.
- The Federal Budget has been passed, with the exclusion of the Social Innovation fund. This program will no longer be funded.
- Commissioner Biles met with the Deputies and Directors of the State Service Center, the Division of Child Support and the Division of Social Services. They talked about how to develop programs to get more Vista resources for Delaware. Delaware is considered a "priority State" by Vista. Vista showed a lot of interest in developing anti-opioid abuse programs. Commissioner Wallace-Simms said she would look into Christiana Care's interest in that program.
- Commissioner Biles is conducting a criminal background policy check on all files for the FGP.

Program Oversight:

- It was suggested that a special meeting of the full Commission coincide with the next Executive Committee meeting on June 15, 2017 to approve Formula funding recommendations. This presents an opportunity for all work to be done on the Formula grant prior to the suggested meeting due to the submittal date to egrants of June 23, 2017.
- Tara Wiggins elaborated on the need for volunteers to review the last three grants by June 1, 2017. Four Commissioners are needed to review the grants for Reading Assist Institute, Kuumba Academy Charter School and Boys & Girls Club of Delaware. Enid Wallace-Simms, Sharon Morgan and Gigi Windley volunteered and Tara will also review the grants.

Old Business

April Willey elaborated on the Congressional Youth Delegation Conference for high school juniors on May 22, 2017. Senator Coons' office reached out to our office to form a panel and have a narrator to take questions from the juniors.

Luz Vasquez-Guzman and Tara Wiggins volunteered to be on the panel along with Miss Delaware, Chase Marvil, The Woodbridge junior who created the "Inspiring Wall" to help teens through tough times, and Coby Owens, senior from the University of Delaware and longtime volunteer with Jefferson Awards.

Tara Wiggins updated us on Habitat for Humanity's framing event, the "Framing Frenzy". The event date has been changed to June 13, 2017 at 9:00 am.

Also on that date is the NCC Volunteer Delaware 50+ luncheon. This event begins at 11:00 am and is a costume-optional event: Come as your favorite star.

Commissioner Pippin is continuing to work with former secretary Rita Landgraff on the Segal Award initiative. The goal is to get one college or university to come on board.

New Business

Luz Vasquez-Guzman brought up an issue that could possibly be discussed at the next Executive meeting: Although volunteerism may not be a priority item for the new administration that does not negate our need to garner their support and create awareness with the new legislators that are now in place in the State of Delaware. We are well represented on a federal level by Senators Coons and Carper and Representative Lisa Blunt Rochester, and by their advocating for us at that level. There is a huge gap however with state Representatives and State Senators and, as staff, we are limited in terms of reaching out and initiating. We are going to be relying heavily on Commissioners to be the liaisons between us and these legislators to advocate for us, to speak about volunteerism and service to meet the community needs, and attend our events.

Margarita Rodrigues-Duffy added that at past meetings we have discussed having some form of event for legislators and their staff for the purpose of educating them on what we do. As AB&C is working on a plan to educate the world, we need to come up with a strategic plan to educate the Legislators. Once

we have a plan, all of us can work that plan.

PRESENTATION

Vickie Innes and Clare Griffiths of Reading Assist Institute gave an account of how this program, part of AmeriCorps, is helping children in the Colonial School District.

ADJOURN

Meeting was adjourned at 12:00 pm

Submitted by:

Patricia Courtney, SOV Administrative Specialist